

St Mary's Dunedin



BELONG, BELIEVE, ACHIEVE.

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**St Mary's School Board of Trustees
Wednesday 29th June 2022, 5.30pm.
St Mary's Dunedin School, 6a Cromwell St.**

Agenda

Prayer and Welcome: Father Fredy
Apologies:

Minutes of previous monthly meeting: awaiting approval

Matters Arising:

- SchoolDocs Reviews
- Kahui Ako NZSTA Finance meeting: Father Fredy to report on.
- ERO: document to be completed by the Board

Correspondence In listed and/or tabled:

- NZEI Email 23.5.22 – Paid union meetings notification re Support Staff (Forwarded to Caroline and Corinne 23.5.22)
- Deloitte's Email 23.5.22 – Financials for Signing (Representation Letter and Financial Statements)
- From all St Mary's Board of Trustees 25.5.22 – Approving of Bendigo Grant Application re purchase of Ipads/Chromebooks
- Deloitte's Email 26.5.22 – Signed and Stamped Financial Statements, Signed Audit Report and Signed Management letter attached (Forwarded to Board Finance Committee 27th May 2022).
- NZEI Email 30.5.22 – Paid union meetings notification re Primary Teachers (Forwarded to Caroline and Corinne)
- Education Gazette 23.5.22
- Ltr from Board Secretary 31.5.22 re Notice of Resignation
- Insurance Claim for driveway barrier accepted.
- Request for support of Sabbatical for Principal.
- Education Gazette 13.6.22
- Cartias Letter enclosing Annual Report 2021

Correspondence Out:

- Email to Deloitte's 24.5.22 – Attaching Signed Representation Letter and Financials Statements dated 24.5.22
- Email to all St Mary's Board of Trustees 25.5.22 – Requesting approval to apply to Bendigo for funding towards purchase of Ipads/Chromebooks to value of \$3,000.
- Email to Bendigo (date) – Attaching application for funding for Ipads/Chromebooks
- Letter to Board Secretary acknowledging resignation

Reports:

Principal's Report including DRS Report: as attached

Finance Report:

- St Mary's School Finance Report as attached
- Board Finance Committee to report on monthly report for May

Final Annual Accounts 2021: As per Correspondence In Item above, Financials (Representation Letter and Financial Statements) have been signed by Presiding Member Caroline and Principal Corinne. Both these were emailed back to Deloitte's on 25.5.22 (Correspondence Out Item). Stamped financial statements along with Audit Report and Management Letter received 26.5.22 (Correspondence In Item). Required documents downloaded to MOE Portal 30.5.22.

General Business:

Bendigo Grant: Update re application for Ipads/Chromebooks to value of \$3,000:

- Special Resolution signed by Caroline as Presiding Chair 26.5.22
- Application sent off to Bendigo on 30 May 2022 and we received \$2,900 on

Kapa Haka Uniforms: Being gifted from St Joseph's Port Chalmers their uniforms. Miriama is assisting with response.

Principal Sabbatical: A period of 10 weeks leave to investigate an area of interest and for rejuvenation. No cost to the school. Board would seek to employ a relieving principal – no advertising necessary as less than criteria.